

## Inverkeithing High School Mobile Phone Policy – Reviewed August 2024

This policy aims to promote **responsible** mobile phone use. It has been developed to support the reduction of incidences of mobile (including camera) phone misuse, including, text bullying, images appearing on social media, and other forms of harassment.

- Mobile phones should be switched off and out of sight during lesson times. This includes in corridors and stairwells when moving from class to class.
- Mobile phones may be used responsibly during break and lunchtime in supervised dining halls and within school grounds.
- Phones/devices and earphones/headsets must not be used/or worn during class time or in the corridors when moving from class to class.
- Camera, filming or recording functions should not be used on school premises.
- The use of phones is prohibited at all times in PE areas and in changing/toilet areas.
- Pupils who use mobile phones in class/corridors will be asked to switch them off and put them away. If a pupil does not comply or regularly does not follow this policy, they will have their phone confiscated by the class teacher. Any pupil who does not comply with this will be subject to the existing school discipline procedures. Any pupil who persistently misuses their mobile phone in school will be referred to a member of the Senior Leadership Team for further disciplinary action.
- Any pupil, who is the subject of harassment arising from the use of mobile phones during school hours, should report the matter to their Guidance Teacher, who will investigate in accordance with the school anti-bullying policy.
- All confiscated phones will be sent to the main school office and will be available for collection at the end of the day. If a phone is confiscated during the last period of the day the teacher will return it to the pupil at the end of the period and inform the main office for administration purposes.
- Pupils who require to make an urgent home contact should report to their Guidance Teacher or the main office and arrangements will be made for appropriate telephone access.
- Parents who need to make urgent contact with their child are advised to phone the school office on 01383 602403.

### Exceptions

- Mobile Phones may be used under supervision of a member of staff to record evidence for homework/class work only. **Permission must be sought from staff prior to use. Any phone on display without permission will be dealt with according to the above sanctions.**
- Phones/Devices are occasionally allowed to be used in the Music Department to aid learning, as and when required by Music staff.

**This policy will be subject to regular review and will take account of changes in legislation, advances in technology and National/Local policy or guidance.**